

INTERGOVERNMENTAL COMMITTEE

INTERGOVERNMENTAL AGREEMENT, BYLAWS, AND POLICY MANUAL

Adopted Pursuant to Wis. Stat. § 66.0301

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ARTICLE I – AUTHORITY AND PURPOSE

Section 1. Authority

This Intergovernmental Committee (“Committee”) is established pursuant to Wis. Stat. § 66.0301 and by resolution of each participating Town Board.

This Committee is advisory only and shall not exercise legislative, executive, or administrative authority except as expressly authorized by the participating Town Boards.

Nothing in this Agreement shall be interpreted to create a separate legal entity unless expressly established by resolution of all participating Town Boards.

Section 2. Purpose

The purpose of the Committee is to:

- Study issues affecting more than one participating Township;
- Promote intergovernmental cooperation;
- Develop findings and recommendations; and
- Report recommendations to the participating Town Boards.

The Committee shall not bind any Town or incur obligations on behalf of any Town unless expressly authorized by formal action of the respective Town Board.

ARTICLE II – MEMBERSHIP

Section 1. Appointment by Town Boards

Each participating Town may appoint up to two (2) members to the Committee by approval of its Town Board.

Section 2. Committee Confirmation of Membership

Each appointment shall be subject to confirmation by a majority vote of Committee members present at a properly noticed meeting where a quorum exists.

If a proposed appointee is not confirmed, the appointing Town may submit an alternate nominee.

This confirmation authority is expressly granted by the participating Town Boards through adoption of this Agreement.

Section 3. Removal of Members

The Committee may remove an appointed member by majority vote and address it to the appointing Town Board and request a replacement.

Section 4. Vacancies

Vacancies shall be filled by the appointing Town, subject to Committee confirmation under Section 2.

ARTICLE III – OFFICERS

The Committee shall elect from its membership:

- Chair
- Secretary
- Any other officers deemed necessary

Officers shall serve one-year terms or until successors are elected.

ARTICLE IV – MEETINGS AND VOTING

Section 1. Open Meetings Compliance

All meetings shall comply with Wisconsin Open Meetings Law.

Section 2. Quorum

A quorum shall consist of a simple majority of appointed and confirmed members, excluding vacancies.

Section 3. Voting

Unless otherwise required by law or this Agreement:

- Action shall be by majority vote of members present where a quorum exists.
- Abstentions do not count as votes cast.
- Roll-call votes shall be recorded when requested or required by law.

ARTICLE V – ADVISORY ROLE AND LIMITATIONS

The Committee:

- Shall make recommendations only;

- Shall not expend funds except as expressly authorized in advance by resolution adopted by all participating Town Boards;
- Shall not enter into contracts except as expressly authorized in advance by resolution adopted by all participating Town Boards;
- Shall not represent any Town in negotiations except as expressly authorized in advance by resolution adopted by all participating Town Boards.

Recommendations shall be transmitted to participating Town Boards in writing or by formal report reflected in approved minutes.

ARTICLE VI – POLICY MANUAL

6.0 Policy Adoption

- Operational policies governing meeting procedures, public comment, recordkeeping, and internal communications may be adopted and amended by majority vote of Committee members at a properly noticed meeting.
- Policies that affect Town resources, finances, or legal obligations (e.g., cost-sharing, fees, contracts) must be approved by resolution of the participating Town Boards.

6.1 Recordkeeping and Public Access (Committee-Adopted)

- Minutes shall be prepared for each meeting and include date, time, place, members present and absent, motions, and vote results.
- Minutes shall be approved at the next meeting and retained as public records.
- Public records requests shall comply with Wisconsin Public Records Law and Town Board policy.

6.2 Voting Rules (Committee-Adopted)

- A majority vote of members is required for the members present.
- Abstentions do not count.
- Members shall report approved items to their respective Town Boards.

6.3 Communication Guidelines (Committee-Adopted)

Internal: Use official Committee email accounts; share documents via a designated shared folder; avoid personal email for official business.

External: All communications with vendors, developers, or stakeholders must be in writing and approved by the Committee before distribution.

6.4 Public Comment Procedure (Committee-Adopted)

- 3-minute limit per person; 15 minutes total per meeting.
- Written comments may be submitted in advance.
- Chair determines order of speakers and may curtail disruptive or irrelevant comments.
- All comments must comply with Wisconsin Open Meetings Law.
- If additional time beyond 3 minutes is requested, contact Secretary to get approval from the Chair

6.5 Public Records Request Procedure (Committee-Adopted)

- Requests submitted in writing to the secretary.
- Process requests in accordance with Wisconsin law.
- Fees will be \$25/hour per person with printed pages being 50 cents per page, consistent with statute 19.35(3) . Fees will be paid half down at the time of request once a quote is provided. Documentation requests will be provided upon receipt of completed payment.
- Fulfill requests promptly.

6.6 Meeting Schedule (Committee-Adopted)

- Meetings on the first Tuesday of each month, additional meetings as needed.
- Notice in compliance with Open Meetings Law.

6.7 Conflict of Interest (Committee-Adopted)

- Members must comply with Wisconsin ethics and local conflict-of-interest laws.
- Disclose conflicts before discussion.
- The Committees may remove members due to a conflict of interest, refer to Article 2, section 3.

6.8 Cost Sharing (Town Board-Adopted)

- Any costs must be approved by the participating Town Boards.
- Participating Towns may agree on cost-sharing arrangements by formal resolution.

6.9 Withdrawal and Addition of Participating Towns (Town Board-Adopted)

- Withdrawal requires written notice; effective as specified or 45 days after receipt.
- Once an invitation is sent, Towns will have 45 days to respond. Invitation to the Committee is automatically withdrawn after 45 days if no response is received .
- New Towns may join only with unanimous consent of existing Committee; members appointed per confirmation procedures.

6.10 Developer Communication (Committee-Adopted)

- All communications from developers, consultants, or other external parties regarding proposals, projects, or inquiries affecting multiple participating Towns shall be routed through the Intergovernmental Committee.
- The Committee shall review, discuss, and provide advisory guidance to the participating Town Boards before any response is issued.
- No Committee member or Town Board member shall respond directly to the developer regarding multi-Town matters without prior consultation with the Committee.

- This policy ensures consistent, coordinated messaging and allows the Committee to fulfill its advisory role effectively.

6.11 Duty of Care and Legal Compliance (Committee-Adopted)

- Committee members shall act in **good faith**, and in compliance with all applicable federal, state, and local laws.

- Members shall exercise **due care, diligence, and honesty** when reviewing issues, making recommendations, and communicating with Town Boards or external parties.

- This policy does **not create personal liability** for Committee members acting within the scope of their duties and in good faith.

- Any potential legal conflicts or uncertainties should be disclosed to the Committee and, if necessary, to the respective Town Boards for guidance.

- Committee members reserve the right to limit public statements to the scope of information put out at monthly meetings.

- All public comments will be addressed through the Committee during the scheduled time for the monthly meetings.

ARTICLE VII – DURATION AND TERMINATION

- The Committee continues until terminated by majority vote from the Committee and members will refer to their designated Town Boards.

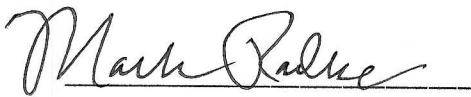
ARTICLE VIII – AMENDMENT

- The Agreement, Bylaws, and Policies may be amended only by formal written request of all participating Town Boards, except for Committee-adopted operational policies, which may be amended by the Committee under Section 6.0.

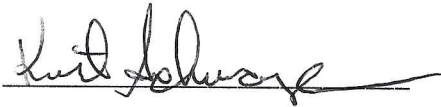
SIGNATURE BLOCKS

TOWN BOARD OF [TOWN NAME]

Passed and adopted this 10 day of 3, 2026



Chairperson



Supervisor



Supervisor

ATTEST:



Town Clerk

COMMITTEE APPROVAL OF POLICIES

We, the undersigned, confirm that the operational policies in Article VI have been adopted or amended by the Intergovernmental Committee as authorized:

Mark Radley

Chair

Heather Kops

Secretary

Date: 3/10/26